

## STARS Preschool Continuity of Learning Policy School Year 2021-2022

The Liberty POST STARS Preschool program understands the responsibility to provide equitable and continuing learning opportunities during an unexpected school closure. As a program, we are dedicated to maintaining student and family communication, as well as staff support through any period of time that school is not in session due to extenuating circumstances. Please refer to the Liberty POST policy outlined below.

### Short-Term Closure

**STARS definition:** a short-term closure is a brief period of time of 1-3 days where school is closed due to an occurrence other than a school holiday, scheduled conference day, or weather related event.

**Notification of the closure to family and staff:** Will occur as soon as possible via the methods found below:

- Notification through a media based platform (Local TV station, radio, etc.) mirroring our Snow Day Policy.
- Emails, phone calls, and/or texts to staff
- Email to families (consent must be available)
- General post on the school's specified HIPPA compliant application based communication platform (Class Dojo, SeeSaw, Remind, etc.)

**Staff, Family, and District Communication during a short term closure:** Staff will be available during school day hours via email, the classroom specific class DOJO platform, and phone to answer any questions/concerns families or districts may have. Texting will only be utilized as a method of communication when others are unsuccessful or in an emergency situation. In addition, staff may also provide general learning materials/activities to families during this short term period.

### Long-Term Closure

**STARS Definition:** A long-term closure is an extended period of time of 4 or more days where school is closed due to an occurrence other than a school holiday, scheduled conference day, or weather related event.

**Notification (including any pertinent details) of the closure to family and staff:** Will occur as soon as possible via the methods below:

- Notification through a media based platform (Local TV station, radio, etc.) mirroring our Snow Day Policy. This step will **NOT** occur if the closure is global in nature. Such as, a state of emergency or if a stay at home order is in place.
- Emails, phone calls, and/or texts to staff
- Email to families (consent must be available)
- Phone calls or text messages to families not reachable via email
- General post on the school's specified application based communication platform (Class Dojo, SeeSaw, Remind, etc.)

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### **Staff, Family, and District Communication during a long term closure will include the following components:**

(A more specific outline may be created pertaining to each long-term closure event)

- Contact with families to determine preferred methods of communication throughout closure.
  - Options will include: Phone calls, email or snail mail, and/or application based communication platforms. Texting will only be utilized as a method of communication when others are unsuccessful or if a family is unable to communicate via any of the methods listed.
  - Provide resources for families to increase at home remote learning accessibility if available.
  - Communication events would be documented on a weekly basis via Provider Soft (Liberty POST Software system) by all staff members and reviewed by the leadership team.
- Based on a families preferred method, teachers and therapists will communicate with families following this guideline:
  - Phone/Email/Snail mail: A **minimum** of once per week.
  - Application Based Platform:
    - **Teachers**-A classroom based activity and/or program update would be posted a **minimum** one time per day. Teachers will also post a weekly schedule of events to allow for families to plan for participation in any live ZOOM sessions being offered throughout the week.
    - **Related Service Providers**: A post based on discipline specific content would be posted a minimum of once per week.
  - Content shared for both teaching and related services staff to families would include but not be limited to:
    - **Phone**: A check in with the family, basic activities that have been shared globally, and/or some quick child specific strategies that they family may be looking for.
    - **Email/Snail Mail**: A check in with the family, basic activities that have been shared globally in a newsletter format, online resources, materials to print at home to use, and/or some child specific strategies that they family may be looking for. If email is not available snail mail will take its place on a limited basis.
    - **Face to Face Updates**:
      - While maintaining appropriate health, safety, and social distancing protocols, therapists and classroom staff who are conducting in person therapies and classroom services with students may provide student progress, address any parent questions, and discuss potential carry over activities a family can utilize on an ongoing basis this school year via the student's communication notebook, via the application based communication system (Classroom Dojo), emailing, and possibly during parent drop off and pick up times.
    - **Application Based Platform**: Short video clips of classroom staff participating in any type of classroom based activity (a hello song, art projects, interactive songs, etc.), theme based activities from entire classroom team, online resources, and materials to print at home to use. Posting on the application based platform will also be

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required for all related services team members a minimum of one time a week during the school year.

- The leadership team will communicate to families on an as needed basis via email, snail mail and/or application based platform regarding any ongoing and pertinent details of the closure with families.
- Ongoing district communication will occur via email and/or phone call. Staff will be available and present at any district based meeting that would be occurring via conference call or tele meetings, this includes program and annual review meetings.

### **Lesson Plans, Therapy delivery, Parent Support, and Staff expectations during a long term closure:**

- **Lesson Plans:**
  - Classroom Teams will create basic lesson plans each week of the school year that will be shared based on the communication methods outlined above and turned into the leadership team.
    - They will utilize the lesson plan outline that has been created for the school year.
    - When in a long term closure and remote learning is the primary method of education, a weekly schedule of events will also be created on a separate template. Links to all live ZOOM opportunities will be included. Schedule will be posted on the designated application based platform and sent via email to families.
    - Documentation can be supplied upon request.
- **Live ZOOM opportunities:**
  - When remote learning is required, our classroom teachers and assistants will provide live ZOOM opportunities.
    - If STARS is required to enter a long term closure where remote learning is the primary method of education:
      - Students will receive a minimum of 5 live ZOOM sessions per week.
      - Classroom teachers will offer and provide a minimum of one individual 30 minute ZOOM sessions per quarter to each student in the classroom.
      - Weekly school wide 30 minute ZOOMS will be offered for both music and social skills throughout the school year in addition to the classroom groups mentioned above.
      - Weekly schedules are sent to families as described above.
- **Related Service Therapy:**
  - Related Service team members will offer remote learning opportunities to families as outlined in a child's IEP via a HIPAA compliant video platform such as ZOOM, DOXY, or Go To Meeting and only if this has been approved by NYSED, Monroe County, and the student's school district.
    - Therapy will be offered to all families and documented in Provider Soft
    - Consent will be received before therapy begins.
    - Updates will be provided to each district as needed.
    - Liberty POST will provide support and training opportunities to therapists regarding remote learning methodologies, if deemed necessary and available.

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- **Parent Support:**
  - Based on the nature of the closure, STARS will send parent focused emails out from the leadership team on an ongoing basis.
  - When able, parent training opportunities will be provided via HIPAA compliant video conferencing methods on a quarterly basis.
    - Topics and times offered will be correlated to parent survey results.
  - For families finding remote learning or hybrid learning models challenging, continuity of care plan packets may be delivered to families periodically throughout the school year.
    - Packet contents will include discipline specific activities for both classroom and related services tailored to each child’s IEP as well as some basic supplemental materials.
- **Staff Expectations:**
  - Classroom staff will receive specific benchmarks relating to work expectations during closure.
    - Benchmarks will be provided in writing in a pre-created template. This template includes completing annual review paperwork, attendance at annual review meetings, and completing quarterly reports.
    - During a long term closure where we are remote learning on a full time basis, STARS will not be utilizing the 1:1 services listed on a child’s IEP.
    - Document can be provided upon request.

### Specific resources shared and utilized by STARS staff:

Topic:	Resources:
HIPAA Compliant Application Based Communication Platform for STARS-Class DOJO	<a href="http://www.classdojo.com">www.classdojo.com</a>
Parent Resources and activities other than what is provided from classroom teams	<a href="http://www.liberty-post.com">www.liberty-post.com</a>
Staff Benchmarks and Lesson Plan Templates	Document completed specific to COVID-19 closure and shared via Zoom staff meetings. Specific requirements of staff can be shared upon request.
Professional Development Opportunities For Staff	Ongoing list is compiled and posted on the Liberty POST website for staff to access. Staff invited to participate in collaborative discipline specific ZOOM calls lead by POST team leaders from across the state.
Remote Learning-Began for Wayne County and certain districts within Monroe County the week of 4/8/20. <ul style="list-style-type: none"> <li>● Therapists are able to use HIPAA compliant platforms such as ZOOM, Doxy, Go To Meeting.</li> <li>● Training Resources have been shared and links are in the next column.</li> </ul>	<p><b>Online Seminar: Pediatric Telehealth: getting started:</b>  <a href="http://www.eventbrite.com/e/pediatric-telehealth-getting-started-and-qa-tickets-99911469896">www.eventbrite.com/e/pediatric-telehealth-getting-started-and-qa-tickets-99911469896</a></p> <p><b>Getting Started with Telehealth (Live Video Visits) for Early Intervention Providers - Tips &amp; Tricks</b>  <a href="http://www.youtube.com/watch?v=qG73FCcoGOW">www.youtube.com/watch?v=qG73FCcoGOW</a></p> <p><b>Introduction to Telehealth in Occupational Therapy:</b>  <a href="http://www.youtube.com/watch?reload=9&amp;v=cqtb00QugcM&amp;fbclid=IAR1aC2TZFc2Pf51MYJAKOJmUE4azp5Xzvv2__tCHpn_v6NiyVLCjnbs4o">www.youtube.com/watch?reload=9&amp;v=cqtb00QugcM&amp;fbclid=IAR1aC2TZFc2Pf51MYJAKOJmUE4azp5Xzvv2__tCHpn_v6NiyVLCjnbs4o</a></p>

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<ul style="list-style-type: none"> <li>STARS staff have also been invited to participate in discipline specific collaborative ZOOM meetings that occur at a minimum of 1 time a week led by discipline specific team leaders. Additional tele therapy resources have been compiled on the Liberty POST Website.</li> </ul>	<p><u>You Tube videos regarding tele-therapy in Early Intervention:</u>  <a href="https://www.youtube.com/watch?v=qG73FCcoGOW">https://www.youtube.com/watch?v=qG73FCcoGOW</a>  <a href="https://youtu.be/l-NwHQ2nFjA">https://youtu.be/l-NwHQ2nFjA</a>  <a href="https://youtu.be/R4s20-faVI8">https://youtu.be/R4s20-faVI8</a>  <a href="http://www.liberty-post.com">www.liberty-post.com</a></p>
<p>Liberty POST STARS Preschool’s Reopening Plan, Program Review Town Hall FAQ, Program Review ZOOM meeting.</p>	<p>All have been posted on our website for ongoing viewing and reference at <a href="http://www.liberty-post.com">www.liberty-post.com</a></p> <ul style="list-style-type: none"> <li>Click on Special Programs</li> <li>Choose Integrated Preschool</li> </ul>

### Fall 2022: Process for Prospective Students at STARS

#### Tour Process:

- Virtual tours of each site (Irondequoit/Webster) have been posted on the Liberty POST website ([www.liberty-post.com](http://www.liberty-post.com)) and tours for any prospective student will be conducted through the following process:
  - In Person tours are currently being offered on a limited basis. (Preference)
  - If the family is not comfortable entering our sites, tours can still be held virtually with either the EI or CPSE tour representative via ZOOM.
  - Additionally, as another alternative, a phone meeting to review tour documentation will be conducted after the family has taken the virtual tour on their own through the website.
  - During the In Person meeting, ZOOM or phone call session, the tour sheet will be completed as best as possible.
  - Family will be sent, via email or snail mail, a PDF version of our program overview in addition to the 2021-2022 registration packet.
  - A STARS leadership team member will follow up with district as needed after tour occurred.
  - Registration information will be collected from family prior to student starting with us in the fall of 2021 via email, snail mail, or other pre-determined method.

### STARS Preschool Reopening Model for the 2021-2022 School Year

- STARS Preschool is offering the following method of service delivery for our program during the 2021-2022 school year. The plan listed below will be consistently reviewed and adjustments may be made to our program offerings based on input from the county, district partners, NYS Department of Health, CDC, and NYSED. **Program Updates listed below will begin on September 8<sup>th</sup>, 2021.**
  - In Person Learning Model:** STARS will be offering 5 in person learning days to our students.



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- Our classrooms at both sites will remain in cohorts to prevent the mixing of groups within the building as much as possible and to decrease the mixing of staff members among the classroom teams.
  
- **Remote Learning Model:** STARS will be only providing remote learning days in the event of the following:
  - A COVID19 related issue occurs which causes a short term closure of a classroom and/or site.
  - STARS needs to close based on the short and long term closure definitions outlined in the beginning of this plan.